

Program Description/Textbook or Print Instructional Material

Vendor: Lawrenceville Press, Inc. Web Address: lvp.com

Title: A Guide to Microsoft Office XP Professional

Author: Presley/ Brown/ Malfas/ Marrelli Copyright: 2002

ISBN: 1-58003-046-7 Course/Content Area: Business Education /Computer and Technology Applications

Intended Grade or Level: 9-12 Readability Level: 9.8 Flesh-Kincaid

List Price: 53.30 Lowest Wholesale Price: 39.95

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p.8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the instructional material is placed on the State Multiple List.

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance We will do our best to meet Level One. Since our publications are computer texts it may not be possible and pdf files would be the best format solution.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content

A Guide to Microsoft Office XP Professional contains an introduction to computers, introduces Outlook and E-mail, four chapters on Word, four chapters on Excel, three chapters on Access, two chapters on integrating data between the different applications, and one chapter on PowerPoint.

Student Experiences

A Guide to Microsoft Office XP Professional has been classroom tested by experienced computer educators.

Assessment

Each chapter contains numerous hands-on practices, review questions, and exercises. The Teacher's Resource Package contains worksheets, quizzes, and tests, as well as the ExamView test generator program.

Organization

A Guide to Microsoft Office XP Professional is written in a style appropriate for students at a variety of levels. The text contains beginning, intermediate and advanced chapters for each application.

Resource Materials

Gratis Items To Be Provided And Under What Conditions

The Teacher's Resource Package will be provided at no charge when ordering a classroom set of 20 or more texts. There are also supplemental chapters on line at lvp.com that can be

downloaded at no charge by teachers when using our text in their class.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: A Guide to Microsoft Office XP Professional Cost: \$39.95			
Publisher: Lawrenceville Press			
Item Evaluated: Textbook & Teacher Resource Package			
Copyright Date: 2004		Evaluator: Melissa Helton	
Content Level: 9-12		Date of Evaluation: July 31, 2003	
Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
<input checked="" type="checkbox"/> Recommended by reviewers to State Textbook Commission
<input type="checkbox"/> Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: A Guide to Microsoft Office XP Professional		Publisher: Lawrenceville Press
Technology Management Summary Data:	20 possible points	11 points earned
Technology Management Comments: Technology Resources Allow for modification of lessons for those with special needs.		
Technology Presentation/Interface Summary Data:	40 possible points	26 points earned
Technology Presentation/Interface Comments: Materials are dry. CD includes Data files for students to use with lessons.		
Content Summary Data:	44 possible points	31 points earned
Content Comments: Good employability skills, communication skills, and real-world applications. Not much in terms of diversity/global perspective.		
Instruction & Assessment Summary Data	52 possible points	44 points earned
Instruction & Management Comments: Written exams and production assessments provided. Not very engaging and does not involve critical thinking.		
Organization & Structure Summary Data	36 possible points	30 points earned
Organization & Structure Comments: Well Organized and Illustrated. Not very engaging.		
Resource Material Summary Data	40 possible points	34 points earned
Resource Material Comments: Resource CD has PowerPoint, Vocabulary Sheets, Data Files for student assignments, and answer keys. Binder includes lesson plans and a course outline, as well as term projects.		



Group V - Career /Technical & Vocational/Practical Living

Electronic Instructional Media Review Form

Stand Alone/Independent or Integrated Software for Business



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost 39.95	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain

Type of Software: Check all that apply	_____ Simulation	_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	3
Allows students to exit and resume at a later time.	0
Keeps a students performance record, where needed.	0
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments:	Total 11

Presentation/Interface	Rating
Presents material in an organized manner.	3
Has consistent, easy-to-use, on-screen instructions.	3
Has developmentally correct presentation format.	3
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	3
Accessible for special needs students.	3
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	3
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	0
Comments:	Total 26

Content—Business	Rating
Career Experiences	2
Employability Skills	4
Teamwork	0
Global Perspective	0
Mathematical Skills	3
Communication	4
Diversity	3
Ethical Practices	3
Academic Integration	4
Real World Application	4
Content Area Concepts Addressed	4
Comments:	Total 31

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	3
Engages Students	3
Develops Business Ideas	3
Promotes Student Thinking	3
Assesses Student Progress	4
Enhances The Learning Environment	3
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	2
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	3
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	4
Comments:	Total 44

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	3
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	0
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	3
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	Total 30

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	3
Extension activities including adaptations and accommodations for students with special needs.	3
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	3
Suggestions are made for integration of themes and /or interdisciplinary instruction.	4
Integration opportunities suggested and examples given.	4
Teacher resources are available online.	4
Online resources available – Repeat of information in text.	3
Online resources available – Practice skills only.	3
Online resources available – New application materials.	3
Comments:	Total 34

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable